

## **CIVIL SERVICE COMMISSION MEETING MINUTES**

**April 23, 2019**

**PRESENT:** Thomas Majeski, Thomas Kicher, Mayor Weger, Law Director James O'Leary, Police Chief Collins, Fire Chief Gandee, Executive Assistant Gloria Majeski and Carolyn Patton

**Meeting called to order at 2:00 p.m.**

### **OLD BUSINESS:**

- **Minutes of April 4, 2019 read and it was noted that corrections are needed. The minutes will be revised and re-submitted.**
- **The new Fire Chief was introduced to the CSC members.**

### **NEW BUSINESS:**

- **Thomas Majeski explained the vetting procedures. The applicant has the responsibility of obtaining certification validity. Imperative to the vetting process is to forward the valid certificates to the Department Head. Gloria Majeski noted that there was no need to verify any certificates having no relevance to the position sought.**
- **Law Director O'Leary noted that relevant degrees should be verified.**
- **Thomas Kicher will add these additions of relevancy vs. non-relevancy to the checklist.**
- **RE: Police Sergeant Test: The test will be monitored or proctored by either the Police Department or CSC members. Candidates will be ranked by the test scores and an interview will follow. The difference between the Police Officer test and the Sergeant test is that in the Sergeant position, choosing a "team" member is imperative in working together (per Chief Collins).**
- **Issue of the Lateral Transfer: The appointing authority (the Mayor) must agree to the transfer and follow CSC procedure. The set procedure stipulates that there are no viable candidates off of the current yearly list recommended by the Department Head for hire. The Law Director stated that giving the Sergeant test to fill a vacant position promotes competitiveness. New hire positions that use lateral transfer, are non-competitive and should be used only when a list has been exhausted.**

- The frequency of testing was discussed. The Law Director noted that keeping a valid list available is recommended, preferably done on an annual basis.
- There is a need to clarify when the test should be scheduled in order to complete the cycle and making yearly testing possible.
- Chief Collins spoke that the need of obtaining good applicants was being addressed by suggesting the Police Officer test be set for the fall, as it would attract current graduates from the Police Academy.
- Thomas Majeski asserted that a standard for testing needs to be set. If a candidate has taken previous tests, there is a need to know the "what and how" of the test and verification is needed.
- It was noted that the applicant need not have graduated from the Police or Fire Academy to be eligible for the Open Competitive Entrance Examination. Credentials will be required at time of appointment.
- All agreed that there needs to be a consistent policy in testing.
- Thomas Kicher noted that not everyone uses the same exam to test candidates. Tests from other areas may not be acceptable for lateral transfer.
- CSC members agreed to accept the changes made in Section 8 of the Rules and Regulations, regarding the probationary period standardization.
- The next Civil Service meeting was not set as this time.
- Police Chief Collins will set the time for the Sergeant's Exam. CSC members will be advised as to possible acceptable dates.
- At 3:40 p.m. a motion to adjourn was made by Thomas Majeski and seconded by Thomas Kicher.

Respectfully submitted,

*Carolyn Villar Patton* 8-14-19  
Carolyn Villar Patton, Secretary

*Thomas J. Majeski* 8/14/19  
Thomas Majeski Date

*Thomas F. Kicher* 8/14/2019  
Thomas Kicher Date